



# PURCHASE ORDER

**PO Number: 303-1-0640**

Requisition Number: 303-1-01458

**Order Date: 4/7/2021**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

## Delivery Location

Parking Garage R, Warehouse  
1706 San Jacinto Blvd.  
Austin, TX 78701

**Show numbers on all papers and packages**

## Referenced Source or Vendor

36966966966  
Texas Correctional Industries  
PO BOX 4013  
Huntsville, TX 77342  
Customer Service  
Phone: 936-437-6048, Fax: 936-437-8423  
tci@tdcj.texas.gov

Name plates for new employees Traci Sharpley and Rachel Barker

TSB Contract No. 665-A2  
TSB Order No. 21075634

**Description** TFC Contact:  
Thomas Brown, (512) 463-3157

2155.065. CONTRACTS WITH DEPARTMENT OF CRIMINAL JUSTICE.  
(a) The commission is authorized to make contracts with the Texas Department of Criminal Justice for the purchase of goods and services for use by another state agency.

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Name plate - Color #102 Radiant Gold/Black Lettering Artwork: Texas State Seal on left side Name centered on right side: TRACI SHARPLEY Size: 9" x 3" Corners: Rounded Font: Optima Adhesive: Velcro	27	inches	\$0.25	4/7/2021	6/30/2021	\$6.75

**NIGP Class:** 080**NIGP Item:** 30**Object Class:** 334**Reimbursement Type:** Not Reimbursable

Name plate - Color #102 Radiant Gold/Black Lettering

Artwork: Texas State Seal on left side

Name centered on right side: RACHEL BARKER

Size: 9" x 3"

Corners: Rounded

Font: Optima

Adhesive: Velcro

27 inches \$0.25 4/7/2021 6/30/2021 \$6.75

**NIGP Class:** 080**NIGP Item:** 30**Object Class:** 334**Reimbursement Type:** Not Reimbursable**Grand Total \$13.50**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2021
<b>Division</b>	Finance
<b>Program</b>	Fiscal
<b>Phone</b>	5124633157
<b>Org Code</b>	0601 - Fiscal
<b>Type of Purchase/PCC Code</b>	' ' Exempt with Specific Legal Cite
<b>Work Order Number</b>	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

**Invoicing Standards**

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

**TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[.\(Show Terms And Conditions...\)](#)